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# GREAT BASIN

## BUYING TEAM EVALUATION

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**Instruction:** The Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. **Please be detailed.** The Buying Team Leader shall forward a copy of the rating to the Buying Team Coordinator (see contact information on bottom of form) immediately upon return from assignment.

Incident Name/Number: \_\_\_\_\_ Dates on Incident: \_\_\_\_\_

Incident Agency: \_\_\_\_\_

Buying Team Name: \_\_\_\_\_

Evaluator's Name & Position: \_\_\_\_\_

Evaluator's Phone No.: \_\_\_\_\_

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### Evaluation Criteria

1. Describe how effective the Leader was at managing the Buying Team (BUYT) and its activities?
2. Describe the BUYT Leader's leadership strengths and weaknesses. Was it obvious that he/she was in charge?
3. Describe how well the Buying Team adhered to the Interagency Incident Business Management Handbook, geographic area supplements, and local policies and procedures.
4. Describe the BUYTs skills in evaluating the availability of goods and services, prices, and delivery costs. Did the team select the source best meeting incident needs?
5. How well did the BUYT make sound cost management decisions and provide documentation to support their decision? Explain.
6. How promptly was the Buying Team able to supply goods and services for the incident? Explain.
7. Describe ways in which the BUYT was sensitive to local community issues, local businesses, local contractors, and local land owners?

8. How well did the BUYT manage accountable property? Explain.
  
9. Describe the BUYT's performance in settling claims (if applicable).
  
10. How was the Buying Team's ability to anticipate and respond to changing conditions, such as additional incidents and/or workloads? Explain.
  
11. Describe how the BUYT coordinated, cooperated and communicated with the following functions.
  - Incident Agency(s)
  - IBA(s)
  - Expanded Dispatch
  - IMT(s)
  
12. How complete was the BUYT's documentation package? Was it submitted appropriately? Explain.
  
13. What was the BUYT's attitude during the assignment? Did they work in a professional manner? Explain.
  
14. What are the areas this BUYT could improve upon? Please give detailed feedback.
  
15. What are the areas this BUYT was successful in? Please give detailed feedback.

This evaluation has been discussed by and between the following Designated Agency Representative and the Buying Team Leader.

Agency Representative Name	Signature	Date
Buying Team Leader Name	Signature	Date

**Forward copy of evaluation to Sierra Hellstrom  
immediately upon return from assignment**  
[srhellstrom@fs.fed.us](mailto:srhellstrom@fs.fed.us) \* 801-625-5764 (Office) \* 801-940-4935 (Cell) \* 801-625-5365 (Fax)